



Maryland Judiciary

Job Announcement

mdcourts.gov/jobs

Opening Date:	July 9, 2015	Closing Date:	July 16, 2015
Job Title:	Paternity/Child Support Assistant	Position Type:	Regular Full Time
PIN:	064902, 064903, 072611	FLSA Status:	Non – Exempt
Location:	Circuit Court for Prince George's County Upper Marlboro, Maryland	Grade/Salary:	J6 30,761 - \$36,447
		Financial Disclosure:	No

Essential Functions: Receives complaints or petitions for establishment of paternity and/or support or modification of support. Maintains case file, enters pertinent information into computer. Indexes new cases; accepts and reviews papers, pleadings, and orders; prepares and issues summonses and a copy of complaint to the parties. Schedules cases for hearings and prepares notices for hearing date. Issues and processes writs, warrants, and orders. Microfilms cases after they have been processed; performs general maintenance of microfilm machine. Delivers cases to various offices and returns cases to office. Provides information to the public, attorneys, and other agencies regarding the status of cases or about Clerk's office procedures, both at the counter and by telephone.

Education: High School Diploma or GED.

Experience: Minimum of one year of related experience.

Skills/Abilities: Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Ability to set priorities and handle situations requiring immediate attention. Ability to apply job related procedures and terminology in order to collect data, complete relevant forms, and provide correct information to clients. Ability to use effective customer service skills. Ability to operate a personal computer and type 35 wpm net with no more than 5 errors or 5,000 kph net with no more than 10 errors, as demonstrated by successful completion of a typing or alphanumeric data input test, not to exceed 5 minutes each. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application to be considered for this position (unsigned applications will not be accepted). The candidate selected for this position will be subject to a background check.

Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications sent to any other address.

Circuit Court for Prince George's County
Courthouse
14735 Main Street, Room D1015
Upper Marlboro, MD 20772-9987
ATTN: Hon. Sydney Harrison, Clerk of Court

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.